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**APPENDIX 2 TO ANNEX F**  
**DEFINITIONS OF TERMS**

This portion of the glossary defines terminology used by DOT and other segments of the transportation community in civil transportation planning and emergency transportation management. Because of the specialized nature of this publication, definitions provided are limited to those used for these purposes and are not intended to be all-inclusive.

Activation: The process of mobilizing Federal personnel and material resources according to a predetermined plan after notification by proper authority to prepare for employment or deployment in response to an emergency.

Administrator: See *Modal Administrator*.

Air Traffic Services Cell (ATSC): A DOD element located within the FAA Air Traffic Control System Command Center (ATCSCC) that coordinates directly with the FAA to expedite the movement of military aircraft within the National Airspace System during domestic or national security emergencies.

Allocation: Assignment of a particular element of civil transportation capacity to satisfy a specific public need, to the exclusion of any other need, during a domestic or national security emergency, as determined by competent authority under provisions of the Defense Production Act.

Alternate Headquarters: An existing organization and/or operating facility that is pre-designated in continuity of operations plans to assume the essential functions of another that is no longer able to operate because of accident, act of war, terrorist act, or other emergency. (See also *Continuity of Government, Emergency Cadre*.)

Associated Federal Claimant Agency: Any Federal agency assigned claimancy responsibility for any program or economic activity that is part of a broader program managed by another Federal agency. When directed by competent authority during declared emergencies, each associated Federal claimant agency will submit requirements needed to sustain programs or activities under its cognizance to the Federal claimant agency assigned responsibility for the broader program. (See also *Claimancy, Federal Claimant Agency*.)

Bulk Petroleum: A total of 55 gallons or more of crude oil or any refined petroleum product that requires transportation by pipeline, railroad tank car, tank truck, tank trailer, barge, or vessel.

Capacity: That portion of civil transportation services, equipment, facilities, or systems that is made available for prioritization or allocation during a domestic or national security emergency under provisions of the Defense Production Act.

Captain of the Port (COTP): An officer of the United States Coast Guard who is designated by the Commandant to direct Coast Guard law enforcement activities within an assigned area. Such duties are assumed by the respective Coast Guard District Commandants in areas where a COTP is not specifically assigned.

Civil Aircraft: All fixed- and rotary-wing aircraft in the private sector that are operated under provisions of Part 121 (scheduled domestic, flag, and cargo carriers), Part 129 (foreign carriers), or Part 135 (commuter and air taxi carriers) of the Federal Aviation Regulations.

Civil Air Carrier: Any operator of civil aircraft in the private sector.

Civil Aviation: All activities involving civil aircraft. (See also *General Aviation*.)

Civil Disturbance: Any event that has been or may be perceived as prejudicial to public order and that requires the intervention of State or local law enforcement, including riots, insurrections, unlawful obstructions or assemblies, acts of violence, or other disorders, and that requires or may require the use of Federal resources under the provisions of Paragraph 10, U.S.C., Chapter 15. (See also *Domestic Emergency and Labor Disturbances*.)

Civil Preparedness: Includes all plans, programs, activities, and other initiatives designed or intended to prepare State and local governments to respond to, conduct, coordinate, and manage emergency situations.

Civil Reserve Air Fleet (CRAF): Those civil aircraft pre-allocated by the Department of Transportation for use by Department of Defense to augment military airlift capacity during national security emergencies.

Civil Transportation: A broadly descriptive term that includes all transportation services, equipment, facilities, and systems in the private sector, including petroleum, natural gas, and hazardous materials pipelines.

Claimancy: The process of determining requirements for Federal resources, including civil transportation resources, needed to sustain existing Federal programs or carry out additional programs during domestic or national security emergencies, and the submission of each such requirement to the Federal agency responsible for administering or managing the required resource. (See also *Federal Claimant Agency*.)

Claimant: The agency or organization responsible for determining and submitting requirements for Federal resources, including civil transportation resources, required in support of Federal emergency operations. (See also *Claimancy, Federal Claimant Agency*.)

Consequence Management: The process of planning, coordinating, or conducting response and/or recovery actions subsequent to any terrorist incident that requires or may require a Federal response. (See also *Terrorism, Weapons of Mass Destruction*.)

Contingency Plan: A predetermined process for responding to emergencies that can reasonably be anticipated. Contingency plans generally include a concept of operations, predetermined response options, and the identification and allocation of necessary supporting resources.

Continuity of Government: The process of ensuring the uninterrupted functioning of essential government operations and services during and subsequent to domestic or national security emergencies, and the related plans, procedures, and policies developed in advance to provide for the continuation of such operations of services. (See also *Alternate Headquarters, Emergency Cadre*.)

Crisis: Any significant alteration to or disruption of normal social, governmental, commercial, or economic activity that requires, or may require, intensive management actions and expedited decisionmaking. This includes any unusual interruption of transportation operations, or actual or potential damage to any part of the transportation infrastructure.

Crisis Management: The process of resolving a crisis by collecting and analyzing information, developing necessary plans, and directing or coordinating appropriate governmental and/or industry actions.

Crisis Management Center (CMC): A dedicated facility at DOT Headquarters that includes supplies, equipment, and other resources needed to support emergency operations and serve as the primary operating location of the DOT Emergency Organization.

Critical Facility: Any transportation-related structure, location, or activity that, by virtue of its essential nature, requires protection from the potential effects of sabotage, terrorist acts, or natural disasters.

Damage Assessment: A systematic appraisal of the effects of an incident or emergency on transportation resources. An assessment normally includes the location of the incident or emergency, specifies the nature and degree of transportation damage, identifies transportation alternatives, and summarizes actions taken and planned.

Defense Coordinating Officer (DCO): A designated military representative who serves as the principal liaison between the Department of Defense, other Federal agencies, and affected State and local governments, and who coordinates the use of DOD resources assigned or allocated to support Federal emergency operations. The DCO is normally located with the Federal Coordinating Officer (FCO) at the FEMA Disaster Field Office (DFO).

Defense Condition (DEFCON): A uniform system of progressive alert postures that may be declared by the President through the Secretary of Defense prior to or during national security emergencies. Readiness levels are expressed as numbers and range from 5 (normal military readiness) to 1 (the highest state of readiness). Declarations of or changes to DEFCON levels are classified.

Disaster: A fundamental disruption of socioeconomic activity resulting from natural or human causes that is characterized by loss of life, widespread property damage, interruption of transportation operations, and damage to portions of the transportation infrastructure that are beyond the response capabilities of State and local authorities, and for which a Federal disaster declaration has been requested or is anticipated. (See also *Emergency, Incident*.)

Disaster Field Office (DFO): An operating facility established by FEMA in or near a disaster area in which an interagency emergency response team that includes DOT representation plans, directs, and coordinates Federal response and recovery operations, under the direction of the Federal Coordinating Officer. (See also *Emergency Support Function, Federal Coordinating Officer*.)

Disaster Transportation Management System (DTMS): The integrated Federal interagency management process, carried out under DOT operational direction and management supervision, that provides for the orderly movement, continuous tracking, and efficient utilization of civil and/or military transportation resources into or within designated disaster areas incident to domestic emergencies addressed under provisions of the Federal Response Plan. (See also *Movement Coordination Center*.)

DOT Crisis Coordinator: A senior departmental official assigned by the Secretary of Transportation to manage department-wide emergency response actions and serve as the principal departmental point of contact with the transportation industry, State and local governments, and other Federal agencies in matters pertaining to transportation emergency management.

DOT Emergency Organization (DOT EO): An on-call group of pre-designated individuals from DOT Headquarters and operating administrations who assist the DOT Crisis Coordinator in directing and coordinating emergency transportation management at the departmental level.

Embargo: A method of controlling civil transportation by restricting or prohibiting the movement of designated cargo or the delivery of designated services. An embargo may be placed against a foreign nation, an individual consignor or consignee, a geographical or other specified area, or at a particular point. An embargo may also be applied against the movement of a specific commodity or group of commodities, or against specific transportation facilities, services, or equipment.

Embarkation Area: An area ashore that may include one or more embarkation points, where final preparations for embarkation are completed and through which personnel and equipment move onto assigned vehicles, aircraft, or ships.

Emergency: Any single incident or series of incidents that warrants Federal action and for which Federal assistance has been or may be requested to supplement State and local efforts to protect lives and property, safeguard public health, and/or recover from economic disruptions, including any interruption of transportation-related operations or damage to any part of the transportation infrastructure. (See also *Disaster, Incident*.) Emergencies are generally grouped into one of the following categories:

- a. *Domestic Emergencies*: Include “major disasters” and “emergencies”, as defined in the Federal Response Plan, and other events, such as transportation labor disruptions, energy shortages, and other situations that affect the economy or public health and safety, including terrorist acts or threats.
- b. *National Security Emergencies*: Include periods of international tension, whether or not a national emergency has been declared; limited engagements in which the United States may or may not be directly engaged, but which do involve the

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national security; war and all other declared emergencies pertaining to the national defense.

Emergency Cadre: In continuity of operations planning, a predesignated group of individuals, including those named in lines of succession, who relocate to alternate headquarters sites and carry out essential functions when primary locations are not available or operational. (See also *Alternate Headquarters, Continuity of Government*.)

Emergency Coordinator (EC): A designated individual within each operating administration who serves as the focal point for emergency transportation planning and the coordination of emergency response actions; Emergency Coordinators also serve as the principal liaisons between the DOT Emergency Organization, when activated, and respective operating administrations.

Emergency Highway Traffic Regulation (EHTR): A vehicular traffic management and control system developed by each State, in coordination with the FHWA, to regulate the use of highways in order to expedite and facilitate essential vehicular movement during domestic or national security emergencies.

Emergency Operations Center (EOC): A dedicated facility in each State that includes supplies, equipment, and other resources needed to support State emergency operations and serve as the primary operating location for the State emergency organization.

Emergency Planning Officer (EPO): A designated individual within each OST staff organization and the Transportation Administrative Service Center (TASC) who serves as the focal point for emergency transportation planning and coordinates with OET on emergency transportation matters. Duties are similar to those of Emergency Coordinators in the operating administrations but generally do not involve coordination of emergency transportation operations or active liaison with the DOT Headquarters Emergency Organization.

Emergency Response Policy Group (ERPG): A senior emergency planning and policy body chaired by the Deputy Secretary, and consisting of the Deputy Assistant Secretaries and Deputy Administrators of the operating administrations, which may be convened by the Secretary to address potential policy issues, resolve actual or potential intradepartmental conflicts, facilitate senior-level decisionmaking, and formulate a strategic plan for an integrated and coordinated departmental response.

Emergency Response Team (ERT): An on-call regional interagency organization composed of some or all of the Emergency Support Functions described in the Federal Response Plan that is activated by FEMA to plan, direct, and coordinate Federal response and recovery operations under the overall direction of the Federal Coordinating Officer. (See also *Emergency Support Function, Federal Coordinating Officer, Federal Response Plan*.)

Emergency Support Function (ESF): Any of 12 standard functional groupings described in the Federal Response Plan through which Federal assistance is planned, coordinated, and delivered to the States under provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance

Act. DOT is the designated lead agency for ESF-1 (Transportation). (See also *Federal Response Plan*.)

Emergency Support Team (EST): An on-call interagency organization composed of some or all of the Emergency Support Functions described in the Federal Response Plan that is established at FEMA Headquarters and oversees Federal response and recovery operations at the national level. (See also *Emergency Support Function, Federal Response Plan*.)

Employee Assistance Program (EAP): Humanitarian assistance measures provided by the Transportation Administrative Service Center (TASC) that addresses the potential effects of intensive, traumatic, or prolonged emergency response activities on members of DOT emergency organizations and their families.

External Agencies: Those departments and agencies that are not DOT organizational elements but may support DOT in responding to domestic or national security emergencies. These include, but are not limited to other Federal departments and agencies, State and local transportation agencies, and certain private entities, such as the American Red Cross.

Federal Agency: Any department or agency of the executive branch of the Federal government or any Federally chartered corporation, including the United States Postal Service (USPS).

Federal Claimant Agency: A Federal agency assigned responsibility for identifying, developing, and maintaining resource requirements needed to establish new programs or sustain existing programs during domestic or national security emergencies, and for presenting and justifying such program requirements to appropriate Federal resource agencies. (See also *Associated Federal Claimant Agency, Claimancy*.)

Federal Coordinating Officer (FCO): The designated individual appointed under the provisions of the Federal Response Plan to coordinate Federal assistance to affected States during domestic emergencies. The FCO is generally the senior FEMA official in each affected region. (See also *Federal Response Plan*.)

Federal Port Controller: A designated individual, usually provided by MARAD, who maintains cognizance over the use of port facilities during national security emergencies, under authority delegated to the National Shipping Authority (NSA).

Federal Radiological Emergency Response Plan (FRERP): The national plan developed by the Department of Energy and FEMA that establishes the basis for providing Federal assistance to industry and/or affected States in the aftermath of domestic emergencies involving nuclear materials.

Federal Response Plan (FRP): The national plan developed by FEMA, in coordination with DOT and other Federal agencies, that implements the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and establishes the basis for providing Federal assistance to affected States in the aftermath of natural disasters and most other domestic emergencies. (See also *Emergency Support Function, Federal Coordinating Officer*.)

General Aviation: All aircraft and related facilities in the private sector, other than those operated by civil air carriers. Includes aircraft and related facilities operated by civilian flying clubs subject to Part 123 of the Federal Aviation Regulations. (See also *Civil Aircraft*, *Civil Air Carrier*, *Civil Aviation*.)

Global Decision Support System (GDSS): An automated information system that is a component of the Global Transportation Network (GTN) and is used by DOD to continuously monitor the movement of military aircraft and cargo. (See also *Global Transportation Network*.)

Global Transportation Network (GTN): An integrated automated information system consisting of interrelated modules that, together, provides visibility over all forms of DOD transportation. (See also *Global Decision Support System*.)

Incident: Any transportation-related event or series of events that is locally focused, usually of short duration, and has affected or may affect transportation operations or any part of the transportation infrastructure. An incident generally requires further analysis, evaluation, or reporting actions that could ultimately result in emergency or disaster declarations by appropriate authorities. (See also *Disaster*, *Emergency*.)

Mitigation: Preventive measures taken or response assistance provided that limits the extent of damage or lessens the impact of an actual or potentially destructive event on both persons and property.

Mobilization: The process of organizing and marshaling resources, generally according to a predetermined plan, in order to achieve a desired state of readiness in preparation for or response to an anticipated or actual emergency. This definition is further differentiated to distinguish between domestic and national security emergencies as follows:

- a. Domestic Emergencies: Includes the activation of all or parts of DOT Headquarters and/or regional emergency organizations and the identification, organization, and preparation for movement of appropriate transportation resources.
- b. National Security Emergencies: Includes the assembly and preparation for deployment of necessary military forces, to include activation of selected Reserve Component forces, and expansion of the industrial base to a level that is considered sufficient to sustain the national economy and support actual or anticipated military operations.

Modal Administrators: The appointed heads of each operating administration organized within the Department of Transportation. The Administrator is responsible for planning, organizing and carrying out the missions and functions of each operating administration and is accountable solely to the Secretary of Transportation, unless otherwise provided for by statute or other autonomous authority.

Movement Coordination Center (MCC): The Federal interagency single point of contact at the national and/or regional levels that implements the Disaster Transportation Management System

by managing transportation capacity, and monitoring the movement of response resources into and within designated disaster areas, in anticipation of or during domestic emergencies addressed under the Federal Response Plan. Each MCC operates within the organizational framework of the transportation emergency support function (ESF-1), under the operational direction of the DOT Crisis Coordinator, at the national level, and RETCOs, at the regional level. (See also *Disaster Transportation Management System, Emergency Support Function*.)

National Airspace System: The common infrastructure that supports both civil and military aviation in the United States, including navigational aids, communications, air traffic control, aeronautical charts and related information, weather information, technical information, and the underlying rules, regulations, procedures, and resources.

National Defense Executive Reserve (NDER): A voluntary organization of qualified individuals who are selected and trained to supplement the Federal workforce by assuming executive positions in the Federal government, when authorized by the President, during domestic or national security emergencies.

National Defense Reserve Fleet (NDRF): Decommissioned government-owned oceangoing vessels that are maintained by MARAD at various locations in a state of readiness that will facilitate recommissioning, as needed, to expand the base of U.S. merchant shipping during national emergencies.

National Oil and Hazardous Substances Contingency Plan (NCP): The national plan developed jointly by the USCG and EPA that implements the Oil Pollution Act of 1990 and establishes the basis for providing Federal assistance to industry and/or affected States in the aftermath of domestic emergencies that involve the discharge of petroleum products and other hazardous materials.

Natural Disaster: Any act of nature that is or threatens to be, of such magnitude and severity as to cause significant loss of life and/or extensive property damage.

Notification:

- a. The receipt, by formal or informal means, by or from an individual or organizational entity, of verbal or written information regarding an incident that has transportation implications and requires further action.
- b. The process of providing timely information regarding transportation-related incidents to designated individuals, State or local transportation agencies, other Federal agencies, or the general public.

Port Area: Any temporary or permanent location that is contiguous to or associated with oceangoing, Great Lakes, or inland river maritime operations that is capable of servicing vessels and includes facilities that provide or support intermodal or intramodal transshipment services.



Port Facilities: Physical facilities within a port area including piers, docks, wharves, marine terminals, warehouses, and equipment that is directly or indirectly engaged in the intermodal or intramodal transfer or interchange of cargo and passengers.

Pre-delegation: The planned delegation of specific legal authority, in advance or anticipation of a domestic or national security emergency, to a designated individual, either by name or position, to exercise such authority and carry out specific functions that relate to emergency transportation management. Commonly used in connection with delegation of priorities and allocations authority.

Priorities and Allocations Authority: The authority granted to the President by Title I, Section 101, of the Defense Production Act of 1950, as amended, to grant priority to the performance of certain contracts and allocate materials, services, and facilities to promote the national defense. This includes civil emergency preparedness activities, including disaster response and recovery actions, carried out under provisions of Title VI of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

- a. Priority. The relative preference given to a specific national defense or civil emergency preparedness requirement in the utilization of any element of civil transportation capacity.
- b. Allocation. The assignment of a specific portion of civil transportation capacity to satisfy a specific national defense or civil emergency preparedness requirement, to the exclusion of any other requirement.

Private Carrier: Those carriers in the private sector that have an internal capability to transport commodities for which they are owner, lessee, or bailee, and whose primary business does not involve providing transportation services to the public.

Public Aircraft: Any aircraft that is used only in the service of a government entity or political subdivision. Applies to all U.S. and foreign flag aircraft, including military aircraft, except those allocated to the Civil Reserve Air Fleet (CRAF) program.

Ready Reserve Force (RRF): Those government-owned oceangoing vessels that are part of the National Defense Reserve Fleet (NDRF) but are maintained in a high state of readiness by MARAD to support the initial stages of a national security mobilization or a sudden surge in ocean shipping requirements associated with an actual or potential national security emergency. (See also *National Defense Reserve Fleet*.)

Recovery: Actions taken in a designated disaster area to restore transportation resources, including infrastructure, to a level that approximates the capabilities that existed prior to the incident or event that caused the emergency .

Regional Assistance Committee (RAC): A regional interagency group that is responsible for the performance evaluation of civil nuclear power facilities during annual exercises required by the Federal Radiological Emergency Response Plan (FRERP). Membership of each RAC includes the DOT RETCO.

Regional Emergency Transportation Coordinator (RETCO): A designated individual who represents the Secretary on emergency transportation matters at the regional level, serves as director of the regional emergency transportation organization, and coordinates all regional emergency transportation plans, operations, and requirements directly with the Directors, OET or OIS, the DOT Crisis Coordinator, regional elements of DOT operating administrations, and the FEMA Regional Director or Federal Coordinating Officer, as appropriate.

Regional Emergency Transportation Representative (RETREP): The principal assistant to the RETCO in planning, developing, and coordinating regional emergency transportation plans, programs, and emergency response operations.

Regional Emergency Transportation Organization: An on-call group of pre-designated individuals from DOT regional organizations who assist the RETCO in directing and coordinating emergency transportation management at the regional level.

Regional Operations Center (ROC): A temporary operating facility established at a FEMA Regional Office or Federal Regional Center, under the direction of the FEMA Regional Director or Deputy Director, that coordinates Federal response and recovery operations pending the designation of a Federal Coordinating Officer and the establishment of a Disaster Field Office.

Reporting: The process of distributing information between or among individuals or organizations for a specific purpose. The reporting process may be either formal, following rigid procedures and a prescribed format, and having predetermined recipients, or informal, including only essential information and using any appropriate means or methods.

Requirements: Predetermined forecasts or immediate estimates of civil transportation capacity that will be required under specific situations to either respond to an immediate emergency or carry out a planned emergency-related program or group of programs.

Resources: The personnel, goods, or services that are considered necessary to carry out a specific mission or functions, including intangibles that may be required in related production, processing and distribution.

Response: Actions taken with little or no notice in a disaster area to mitigate the short-term effects of an incident or emergency, to include all measures designed to save lives, protect property, and meet basic human needs.

Situation Report (SITREP): A periodic report issued by the DOT Headquarters and regional emergency transportation organizations that documents significant events relating to the transportation aspects of a domestic or national security emergency, summarizes actions taken and planned, accounts for personnel, and identifies resource requirements. Specific format and distribution requirements are determined by the DOT Crisis Coordinator and RETCOs, considering the nature of the emergency and the stated needs of FEMA, DOD, other Federal agencies, and supported State governments.

Standard Operating Procedures (SOP): A documented set of instructions that provides guidance and direction for the routine functioning an organization, operating facility, equipment item, or other resource.

State: Any of the 50 States of the United States plus the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, the Commonwealth of the Northern Marianas Islands, the Federated States of Micronesia, and the Republic of the Marshall Islands.

State and Regional Disaster Airlift (SARDA): A predetermined plan governing the use of military and other non-commercial aircraft in support of one or more States during a national emergency.

State Coordinating Officer (SCO): The designated representative of the Governor of a State who coordinates State response and recovery activities with those of the Federal Government during a domestic or national security emergency.

Terrorism: The unlawful use of force or violence committed by a group of two or more individuals against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives. (See also *Weapons of Mass Destruction*.)

Time-Phased Force and Deployment Data (TPFDD): Shipping information compiled in a prescribed format that identifies specific cargo or passenger load data, including height, length, width, weight, passenger data, point of origin, destination(s), point of contact, and essential special identifiers, such as outsized or hazardous materials cargoes.

Time-Phased Force and Deployment List (TPFDL): A listing of cargo and passenger loads based on unit line numbers and TPFDD records that is arranged by predetermined shipping priority in support of specific missions or purposes.

Unit Line Number: A standard alphanumeric code, obtained from Time-Phased Force and Deployment Data, which identifies specific items that require shipment.

Weapons of Mass Destruction (WMD): Any chemical, biological, nuclear, or radiological weapon or material, or any explosive or incendiary device that, either through threat of employment, or actual detonation or dispersal of components, can cause the potential for mass casualties among government forces or civilian populations and damage, destroy, or deny the use of any portion of the transportation infrastructure. (See also *Terrorism*.)

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